

BUYER'S ORDER CHECKLIST

THIS DOES NOT REPRESENT A SUGGESTED FORMAT OR STYLE. THIS IS A CHECKLIST TO BE USED AS A GUIDE IN DEVELOPING THE CONTENT OF A BUYER'S ORDER MEETING THE REQUIREMENTS OF THE CODE OF VIRGINIA.

- ☐ Name and address of the dealership and the purchaser.
- ☐ Description of the vehicle sold and any vehicle traded in: Make, Model Year, Vehicle Identification Number and Body Style.
- ☐ Date of sale or trade.
- ☐ Amount credited for the vehicle traded in.
- ☐ Amount collected for: Sale and Use Tax, Title Fee, Uninsured Motor Vehicle Fee, Registration Fee and Any other fee required by law.
- ☐ Sale price of the vehicle.
- ☐ Amount of any cash deposit made by the buyer.
- ☐ Net balance due at settlement.
- ☐ Amount of processing fee charged, if any and if no processing fee is charged, please indicate "**NONE**".
- ☐ Amount of the local dealer's business license tax, if any. This tax was formerly known as gross receipts tax. If the dealership passes this tax on to the purchaser, the amount charged, or the percent used to calculate this charge, must be shown. If not charged, please indicate "**NONE**".
- ☐ If your dealership is involved with dealer-arranged financing, the following notice must be printed in bold type no less than ten-point: **THIS SALE IS CONDITIONED UPON APPROVAL OF YOUR PROPOSED RETAIL INSTALLMENT SALE CONTRACT AS SUBMITTED TO OR THROUGH THE DEALER. IF THAT PROPOSED RETAIL INSTALLMENT SALE CONTRACT IS NOT APPROVED UNDER THE TERMS AGREED TO WITH THE DEALER, YOU MAY CANCEL THIS SALE AND ANY DOWN PAYMENT AND/OR TRADE-IN YOU SUBMITTED WILL BE RETURNED TO YOU, PROVIDED THAT ANY VEHICLE DELIVERED TO YOU BY THE DEALER PURSUANT TO THIS AGREEMENT IS RETURNED TO THE DEALER IN THE SAME CONDITION AS DELIVERED TO YOU, NORMAL WEAR AND TEAR EXCEPTED, WITHIN TWENTY-FOUR HOURS OF WRITTEN OR ORAL NOTICE TO YOU OF THE CREDIT DENIAL.**
- ☐ If a vehicle is to be sold "**AS IS**" then the dealer must provide written disclosure on the front of the buyer's order and printed not less than bold, ten-point type and signed by the buyer. "**I UNDERSTAND THAT THIS VEHICLE IS BEING SOLD "AS IS" WITH ALL FAULTS AND IS NOT COVERED BY ANY DEALER WARRANTY. I UNDERSTAND THAT THE DEALER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER I BUY THIS VEHICLE. I WILL HAVE TO PAY FOR ANY REPAIRS THIS VEHICLE WILL NEED.**" THIS STATEMENT DOES NOT APPLY TO TRAILERS, SEMITRAILERS, MOTOR HOME AND MOTORCYCLE DEALERS.